**Tara M. Moore**

1117 Deep Creek Road

Fayetteville, NC 28312

(910) 354-9551

[**tara23moore@yahoo.com**](mailto:tara23moore@yahoo.com)

**CAREER** To obtain a position with upward mobility, which provides me with an

**OBJECTIVE** opportunity to utilize the skills acquired while I obtain my education.

**EDUCATION** North Carolina A&T State University

Greensboro, North Carolina

**B.S., Liberal Studies**, December 2008

GPA: 2.9

Currently enrolled: FSU K-6 Graduate Area

Fayetteville, North Carolina

**Certification K-6, Lateral Entry in Science**

GPA: 3.0

**EXPERIENCE CASHIER,** Boston Market

Fayetteville, NC December 2004-Present

Responsibilities included operating the cash register and to satisfy every customer to the best of my ability with a guaranteed smile when you walk out. Learned how to work efficiently with various personalities face to face, serving customers, and answering the phone.

**Office Assistant,** A&T Campus Student Affairs

Greensboro, NC June 2007-August 2008

Responsibilities included communicating with students that needed help with anything, operating the copying machine, and answering the phone.

**Teacher Assistant,** Brentwood Elementary School

Fayetteville, NC August 2008-June 2011

Responsibilities included delivering direct services to the kids and their parents and performing duties that are instructional in nature. I was also responsible for differentiating instructions to a diverse population of students. I also helped students with different personalities with behavior concerns daily.

**COMPUTER** Microsoft Office (Excel, PowerPoint, Word), Internet Explorer

**SKILLS**

**HONORS** Who’s Who Among College and University Students, Dean’s List, Teacher

Assistant of the Year

**REFERENCES** Available upon Request